King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 2 **Physical Plant**	
2.01.001 - Emergency After-Hours Repairs	Approved By:	Director Allen Nance
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Purpose
To outline the procedures for obtaining emergency after-hours repairs.

Policy
It is the policy of this Department to repair immediately any equipment or structure that affects the security, life-safety, and/or health of staff, visitors, or residents/detained youths.

References

DAJD Policies: 1.01.005, Executive Duty Officer
J-AP-2.007, Notification Requirement to Contact the Officer of the Day

Definitions
Emergency maintenance: Corrective maintenance that requires immediate attention due to a threat to occupants, the building, or a building system.
After-hours: Times when FMD tradespersons (carpenters, electricians, plumbers, etc.) are not on duty and present in the DAJD facilities.
Facilities Maintenance Division (FMD) Duty Manager: The FMD Manager or Supervisor responsible for coordinating after-hours emergency maintenance work.

A. General Guidelines
1. The FMD is responsible for the maintenance of County-owned buildings.
2. The FMD Duty Manager is authorized to dispatch personnel as needed to execute emergency maintenance work, and to approve expenditures to restore service to the facilities.
3. The Shift Commander or Supervisor shall authorize any after-hours emergency repairs.

B. Procedure
1. Any damage or malfunction in a facility or a building system shall be reported to the Sergeant or Supervisor assigned to that area.
2. The Sergeant or Supervisor shall determine whether the issue affects the security, life-safety, and/or health of staff, visitors, or residents/detained youths.
    a) If so, at the Adult Divisions notify the Shift Commander immediately.

b) If not, direct staff members to notify the Maintenance and Supply (M&S) Unit for repair.

3. The Shift Commander or Supervisor shall:
   a) determine if the damage or malfunction affects the safety or security of the facility.
      1) In an emergency repair situation contact FMD Customer Care Services at 477-9400 during business hours or 296-5000 after hours.
      2) Arrange an escort for the repair staff, if necessary.
      3) Document actions in the shift log of the Roster Management System.
      4) Notify the Executive Duty Officer or Officer of the Day in cases requiring major repairs or if a conflict arises between DAJD and FMD, referring to Department policies 1.01.005, Executive Duty Officer for the Adult Divisions and J-AP-2.007, Notification Requirements to Contact the Officer of the Day for the Juvenile Division.